



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, December 17, 2025

The City Council of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 17, 2025. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 7:00 p.m.

Present Members: Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Brook Brown, Council Member Kevin Glasheen, Council Member Phil McDuffee, and Council Member Kevin Schell

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Muñoz, Utility Billing Manager Veronica Hernandez, and City Attorney Charles Zech

PUBLIC COMMENTS

The following individuals spoke during public comments:

Arno Prodel, resident at 200 Almarion Way, requested an update from City Council regarding blocking access to construction vehicles from the City of Austin on Almarion Way.

Jeff Marx, resident at 2516 Timberline Drive, discussed that he is working on a summary of recent Rollingwood meetings using artificial intelligence and suggested enhancing future agendas for clarity.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, discussed the progress and activities of the Water CIP Project and congratulated the City on the completion of the project.

PRESENTATIONS

2. Presentation and discussion on the annual Records Management Report to City Council

City Secretary Makayla Rodriguez presented the annual Records Management report.

City Administrator Alun Thomas discussed the implementation process for Laserfiche.

CONSENT AGENDA

3. Discussion and possible action on the minutes from the November 19, 2025 City Council meeting
4. Discussion and possible action on the minutes from the November 19, 2025 Special City Council workshop
5. Discussion and possible action on the minutes from the November 19, 2025 Joint City Council and RCDC meeting
6. Discussion and possible action on the minutes from the December 2, 2025 Special City Council meeting
7. Discussion and possible action to approve Eanes Elementary School's movie night at the lower park on February 7, 2026
8. Discussion and possible action to approve the disposal of three Public Works vehicles through public auction

Council Member Brook Brown moved to approve the Consent Agenda. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

9. Discussion and possible action to create a separate dedicated dog off leash area in the Rollingwood Park

Council Member Kevin Glasheen discussed that there is consensus to move forward with a separated dog park and that the Park Commission formed a subcommittee to begin discussion and propose ideas at their January meeting. He stated that he would prefer the dog park to have grass and emphasized the importance of maintaining the opportunity for connection for the community. Mr. Glasheen continued to discuss the possibility of creating a dog park association, coordination with parking lot improvements, and next steps.

Thom Farrell, resident at 3220 Park Hills Drive, complimented Melissa Morrow's leadership at the recent Park Commission meeting and discussed the acquisition of Rollingwood Park. He requested that the City continue to work with the little league to ensure spatial needs are met, developing rules for the dog off leash area, and advised against establishing the dog off leash area as a dog park.

Jeff Marx, resident at 2516 Timberline Drive, stated that he supports a dedicated dog park and prefers the size to be 0.4 acres. He encouraged the community to review the lease and deed as

well as stated that he has not seen endorsement from Western Hills Little League or Western Hills Girls Softball on if proposed layouts for an off leash dog area meets spatial needs.

Ronald Hasso, resident at 2810 Pickwick Lane, encourage City Council to create an appropriately sized dog park no bigger than 0.4 acres.

Alex Robinette, resident at 2500 Hatley Drive, asked questions regarding Council Member Kevin Glasheen's dog park proposal.

Mayor Pro Tem Sara Hutson expressed concern regarding if consensus has been reached on the dog park and clarified that the discussion is still in the beginning phase of planning.

Council Member Brook Brown shared similar concerns and discussed results from a Comprehensive Strike Force Survey, noting that consensus was not reached regarding an off leash dog area and therefore did not incorporate related recommendations in the Comprehensive Plan. She stated that she would like to ensure that recommendations from the Park Commission are thoroughly reviewed to find a solution that fits the needs from the community.

Colin Harvey, resident at 4903 South Crest Drive and President of RCDC, stated that he agreed with Council Member Brook Brown and wanted to confirm if proposed recommendations for the dog park would come through the Park Commission. Mayor Gavin Massingill confirmed that the discussion of possible solutions and recommendations will begin with the Park Commission.

Laurie Mills, resident at 2610 Rollingwood Drive and member of the Park Commission, stated that the Park Commission will not rush through the process and are listening to feedback from the community.

Council Member Kevin Schell encouraged residents to view or attend future Park Commission meetings for updates regarding the dog park.

10. Discussion and possible action on park parking lot and park entrance improvements

Council Member Kevin Glasheen requested that the item be added on the agenda each month to discuss project updates.

11. Discussion and possible action to approve Boy Scout Troop 31's service project to clean up the wilderness area in the northeast corner of the upper park

City Administrator Alun Thomas discussed that Steve Marcie of Boy Scout Troop 31 proposed a service project to clean and remove dead brush from the natural area near Rollingwood Park in collaboration with the Public Works department. He confirmed that the Park Commission recommended approval of Mr. Marcie's proposal.

Council Member Kevin Glasheen confirmed that the Boy Scouts would not use any power tools and will only clear dead vegetation.

Council Member Brook Brown moved approval of item 11 the cleanup of the wilderness area in the northeast corner of the upper park with those conditions that are stated on page 17 of the service project presentation. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

12. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-85 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Development Services Manager Nikki Stautzenberger discussed the different versions of the draft ordinance and outlined the timeline of progress related to playhouse and playscape discussions at Planning and Zoning Commission meetings and City Council meetings. Ms. Stautzenberger stated that the Planning and Zoning Commission agreed for the maximum size of a playhouse to be no more than 120 square feet.

Council Member Brook Brown discussed her recommended changes to the draft ordinance including the need for a definition of temporary as well as changes related to limitations for placement, height, and size of playhouses and playscapes.

Members of City Council discussed the draft ordinance drafted by Council Member Brook Brown and requested feedback from resident Ronald Hasso.

Ronald Hasso, resident at 2810 Pickwick Lane, stated that he is opposed to the draft ordinance and does not believe there is a problem with playhouses and playscapes.

Dave Bench, resident at 1 Randolph Place and Chair of the Planning and Zoning Commission, discussed that he would like to have the 120 square foot size limitation for playhouses and playscapes added in the draft ordinance, issues with defining temporary, and issues with the number of accessory structures allowed per lot.

Council Member Brook Brown discussed the need to better define permit criteria for playhouses and playscapes for City staff. City Council continued discussion on definitions and reclassification of playhouses and playscapes.

Colin Harvey, resident at 4903 South Crest Drive and President of RCDC, encouraged City Council to reach a resolution without overcomplicating the matter.

Council Member Kevin Glasheen moved to take no action. Council Member Kevin Glasheen withdrew his motion.

Council Member Kevin Glasheen moved to amend the code to state that a reasonable playhouse or playscape is not an accessory building subject to the code. The motion failed for lack of a second.

Mayor Pro Tem Sara Hutson moved to work from Council Member Brook Brown's version of the ordinance and make adjustments as necessary. Council Member Brook Brown seconded the motion.

Mayor Gavin Massingill stated that if the motion fails, City Council can bring the item back next month for consideration. Council Member Brook Brown clarified that if the motion fails, the current ordinance would remain in effect.

Council Member Brook Brown – Yes

Council Member Kevin Schell – Abstain

Council Member Kevin Glasheen – No

Council Member Phil McDuffee – No

Mayor Pro Tem Sara Hutson – Yes

Mayor Gavin Massingill – No

The motion failed with 2 in favor, 3 against, and 1 abstention (Glasheen, Massingill, and McDuffee).

13. Discussion and possible action to conduct a review of rates charged for water usage and an assessment of usage tiers

Mayor Pro Tem Sara Hutson discussed that it has been several years since the last rate study and emphasized the importance of ensuring that water rates adequately cover the cost of water purchased from the City of Austin. She also recommended reevaluating water rate tiers to better incentivize water conservation. Ms. Hutson suggested referring the matter to the Utility Commission for further consideration.

Mayor Gavin Massingill explained that funding has been allocated for a water rate study and that the City delayed conducting the review until after the implementation of electronic water meters in order to collect sufficient data to support the study.

Members of City Council asked questions regarding funding and data needed for an accurate study. Utility Billing Manager Veronica Hernandez stated that electronic meters were installed in June 2024.

Mayor Pro Tem Sara Hutson moved to request the Utility Commission to begin the process of a rate review and tier structure review for our water system. Council Member Phil McDuffee seconded the motion.

Members of City Council discussed next steps.

The motion carried with 5 in favor and 0 against.

14. Discussion and possible action regarding terms of service limitation extensions for board and commission members

Item 14 and 15 were discussed at the same time.

Mayor Gavin Massingill gave an overview of term limit extension and reappointment process.

City Secretary Makayla Rodriguez stated that all members whose term is expiring have confirmed their interest in continuing to serve with the exception of Brian Nash on the Planning and Zoning Commission.

Council Member Kevin Glasheen moved to extend all the term limits listed in the packet and consider the appointments individually. The motion failed for a lack of a second.

Council Member Brook Brown moved to extend all the term limits for all persons shown in item 14 except Brian Nash who's declined reappointment and David Smith who has not met the attendance requirements. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

Members of City Council discussed Emily Doran's service on the RCDC.

Mayor Gavin Massingill stated that he supported the reappointment of the Board of Adjustment members whose terms are expiring.

Mayor Pro Tem Sara Hutson moved approval of the Mayor's reappointment of the current Board of Adjustment members whose term expires this month. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Pro Tem Sara Hutson moved to reappoint the four current members on the Park Commission whose term expires this month including Diana Wallace, Melissa Morrow, Don Hudson, and Laurie Mills. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Gavin Massingill clarified that Brian Nash was removed from consideration for reappointment to the Planning and Zoning Commission after declining reappointment.

Council Member Brook Brown moved to reappoint Commissioners Nyer, Hall, and Stein. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Phil McDuffee moved to reappoint Patrick Sheehan and Brian Rider. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Kevin Schell moved to reappoint Emily Doran. Mayor Pro Tem Sara Hutson seconded the motion. The motion failed with 2 in favor and 3 against (Brown, Glasheen, and McDuffee).

Council Member Phil McDuffee moved to reappoint Clark Wilson, Jonathan Miller, Elizabeth Bray, and Christopher Meakin to the Utility Commission. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Gavin Massingill stated that appointments to vacant positions on board and commissions will be discussed for possible action next month.

Council Member Brook Brown requested to post the board and commission applications and available resumes to the City website. Mayor Gavin Massingill stated that he will confirm with Legal.

Mayor Gavin Massingill moved to item 16.

15. Discussion and possible action to reappoint board and commission members whose terms are expiring for an additional two year term

Item 15 was discussed in conjunction with item 14.

16. Discussion and possible action on confirmation by the City Council on the Mayor's appointment of members and alternate members to the Board of Adjustment

Mayor Gavin Massingill stated that Ellin Wilson has the most tenure as an Alternate Member and would first be considered to fill the vacant position on the Board of Adjustment, but has since declined appointment as a Member due to her schedule. He explained that Amy Pattillo has the second most tenure and confirmed her interest in being appointed as a Member. Mr. Massingill further stated that he will appoint Ellin Wilson to the first Alternate position, appoint Patricia Barnes to the second Alternate position, appoint Jaime Silver to the third Alternate position, and leave the fourth Alternate position vacant until additional applicants apply for the Board of Adjustment.

Council Member Kevin Glasheen moved to approve the Mayor's appointment of Amy Pattillo to Place Four as a Member of the Board of Adjustment. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Phil McDuffee moved to accept the Mayor's appointment of Ellin Wilson to the First Alternate position on the Board of Adjustment. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown moved to accept the Mayor's appointment of Patricia Barnes to Place 2 Alternate Member on the Board of Adjustment. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown moved to accept the Mayor's appointment of Jaime Silver to Place 3 Alternate Member on the Board of Adjustment. Council Member Kevin Schell seconded the motion.

Council Member Brook Brown – Yes

Council Member Kevin Schell – Yes

Council Member Kevin Glasheen – Yes

Council Member Phil McDuffee – No

Mayor Pro Tem Sara Hutson – No

The motion carried with 3 in favor and 2 against (Hutson and McDuffee).

Mayor Gavin Massingill stated that Place 4 Alternate Member will remain vacant until additional applications are received for the Board of Adjustment.

17. Appointment of members of City Council and the Mayor to serve as Council liaisons for Police and Courts, Utility Commission, Streets and Roadways, Park Commission, Personnel, Budget, Planning and Zoning Commission, Board of Adjustment, and the Rollingwood Community Development Corporation

Mayor Gavin Massingill gave an overview of the purpose of Council liaisons and reviewed the proposed appointments.

Mayor Pro Tem Sara Hutson moved to adopt the slate of Council Liaisons as proposed by the Mayor. Council Member Brook Brown seconded the motion.

Shanthi Jayakumar shared her experience while serving as the Street and Roadways Liaison when she on City Council.

The motion carried with 5 in favor and 0 against.

18. Discussion and possible action to approve a Memorandum of Understanding with Texas Division of Emergency Management (TDEM) for participation in its State of Texas Emergency Management Assistance Teams (TEMAT) program

Police Chief Kristal Muñoz provided an overview of the Texas Division of Emergency Management (TDEM) program, explaining that the City would be able to nominate staff to assist other cities during emergencies and would also be able to receive assistance during emergency situations.

Mayor Gavin Massingill stated that he supported the City's participation in the program.

Council Member Brook Brown moved approval that the City enter memorandum of understanding in Texas Division of Emergency Management for participation in its state of Texas Emergency Management assistance teams and delegate authority to the Mayor to enter into such an agreement. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

19. Discussion regarding the MoPac South Expansion Project

Thom Farrell, resident at 3223 Park Hills Drive and member of the MoPac South Expansion Task Force, requested City Council to consider hiring a company to provide alternative designs for the intersection of Bee Cave Road and MoPac in relation to the MoPac South Expansion Project. He also request that the Texas Central Regional Mobility Authority (CTRMA) consider postponing construction for the project until construction for other projects have concluded to avoid an increase in traffic in residential areas. Mr. Farrell requested direction from City Council for the MoPac South Expansion Task Force.

Mayor Gavin Massingill stated that City staff and Amy Pattillo have attended public meetings held by the Central Texas Regional Mobility Authority and expressed appreciation for the Authority's efforts to accommodate for the City of Rollingwood and City of West Lake Hills. He explained that CTRMA does not consider the Bee Cave Road and MoPac intersection part of the MoPac South Expansion Project and is working with the Texas Department of Transportation to discuss possible solutions. Mr. Massingill stated that there is no action required from the MoPac South Expansion Task Force at this time.

City Administrator Alun Thomas explained that Texas Central Regional Mobility Authority will notify the City for next steps in the MoPac South Expansion Project.

Council Member Brook Brown asked surrounding communities were aware of progress with the MoPac South Expansion Project. Mayor Gavin Massingill stated that they have been updated periodically.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:41 p.m.

Minutes adopted on the _____ day of _____, 2026.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary